



Wisconsin ♦ China 2004

Governor Doyle's Business Development Mission
Beijing, Shanghai, Nanjing, Hong Kong
March 19th - 30th 2004

Mission Participant Registration

Thank you for your interest in accompanying Governor Doyle on his first trade mission! This registration packet contains information necessary to prepare for a smooth and successful trip. The following checklist explains each step that must be completed for registration. Returning completed forms promptly will allow mission coordinators to properly prepare for a successful mission on your behalf.

Registration Checklist

❑ **Mission Registration**

These two pages are to be completed by *each individual* joining the China Mission. Please return the registration forms immediately via FAX at 608-266-5551.

❑ **Business Appointment Schedules**

If you are interested in appointment schedules in Beijing, Shanghai, Nanjing or Hong Kong, please contact Ms. Beng Yeap, Asia Trade Consultant with the Wisconsin Department of Commerce at 608-266-1480 or at byeap@commerce.state.wi.us. The deadline for requesting an appointment schedule is January 23, and will be limited to the first 20 companies that have a deposit on file.

Travel Information

❑ **Preliminary Itinerary**

The preliminary itinerary is enclosed and will continue to develop as the mission approaches.

❑ **Flight Arrangements**

You will be responsible for booking your own flight arrangements to and from China. Marathon Travel is the dedicated travel agency that will assist you with confirming group reservations and can be reached toll-free at 866-807-7262.

❑ **Hotel Information**

We are negotiating group rates at the trade mission hotels and we will confirm arrangements for you based on your travel schedule. A credit card account number will be necessary to guarantee your reservation. You will settle your account directly with the hotel at the time of checkout in each city.



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□ **Deposit**

A deposit of \$1000 is necessary to confirm your mission participation. Deposits are fully refundable for cancellations received by Monday, February 16, 2004. After that date, penalties will apply to those companies who have requested appointment schedules in China. To confirm your mission registration **a company check** must be received by the Department of Commerce at the address listed below. We are unable to use your credit card for the deposit.

□ **Mission Costs**

The estimated costs of participating in Governor Doyle's China Mission are outlined below. Final costs will be determined by a company's level of participation.

Estimated coach airfare for China and Hong Kong	\$1800.00
Estimated hotel costs in China and Hong Kong	1575.00
Basic mission fee*	1620.00
Business appointment schedules**	900.00
Business appointment schedule in Hong Kong	600.00

* The basic mission fee includes group ground transportation, meeting facilities, group breakfasts and dinners, business receptions, pre and post-mission assistance, on-site support in China, pre-mission business briefing, promotional support and complete mission planning, departure taxes, Chinese business visa.

** Business appointment schedules in Beijing, Shanghai and Nanjing are included in this fee and are available to the first 20 Wisconsin companies who have registered and have submitted a deposit. Appointments will be arranged by the Wisconsin Trade Office in Shanghai. Appointment schedules will be offered to additional companies and scheduled through the United States Foreign Commercial Service at a rate of \$600 per day and are based on availability.



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Mission Registration

To reserve your space on the China Mission, return the completed registration forms immediately to
FAX 608-266-5551

Section One: Contact Information

Name & Title <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.		
Company		
Business Street Address		
City, State, Zip Code		
Business Telephone	Fax	
E-mail	Web-site	
Additional Contact Name	Telephone	E-mail

Home Address	
City, State, Zip Code	
Home Telephone	
Citizenship Please specify	Passport Number
Credit Card (type, number, expiration date, name on the card) AX VS MC	
Hotel Room Preferences <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Non-smoking <input type="checkbox"/> Smoking <input type="checkbox"/> Other requests, please specify:	

Register Now - Space is Limited

Wisconsin Department of Commerce, Division of International & Export Development
201 West Washington Avenue, P.O. Box 7970, Madison WI 53707
Jennifer Winner, (608)266-0413, FAX (608)266-5551, jwinner@commerce.state.wi.us
Christine Stamm, (608)264-7824, FAX (608)266-5551, cstamm@commerce.state.wi.us



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Mission Registration, page two

Section Two: Mission Directory Information

Company Name, as it should be listed in the directory

Describe your company's products or services

Describe the industries to which your company sells

- ☐ Does your company currently export to China?
- ☐ Are you interested in a business appointment schedule?
- ☐ What are your annual sales
- ☐ If under \$25 million, would you like to learn about the Wisconsin Trade Show Grant Program?

- ☐ Yes ☐ No
- ☐ Yes ☐ No
- \$ _____
- ☐ Yes ☐ No



Registration Process:

Complete these two pages and return immediately to FAX to 608-266-5551.

Upon receipt of your forms, we will contact you with additional details regarding itineraries, travel suggestions, group hotel blocks, and more.

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201 West Washington Avenue, P.O. Box 7970, Madison WI 53707
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Business Appointment Schedule

Two service options will be available to mission participants interested in scheduling one-on-one business appointments. Appointments with appropriate Chinese companies will be scheduled in Beijing, Shanghai and Nanjing. Appointments are limited to the first 20 companies. Appointment schedules will be offered to additional companies and scheduled through the United States Foreign Commercial Service at a rate of \$600 per day and are based on availability. Business appointment schedules in Hong Kong will be arranged separately.

Option One:

Client/End User Appointments

In search of direct sales leads? The Wisconsin Trade Office in China will thoroughly investigate industries, sectors and markets in which products are used or consumed. While in China, Wisconsin companies will receive full appointment schedules as well as logistical assistance with transportation and translation services.*

Option Two:

Distributor/Agent Appointments

This service is recommended for Wisconsin companies in search of intermediaries (agents, distributors, licensee partners, strategic alliance partner.) The Wisconsin Trade Office in China will thoroughly investigate potential companies and will arrange full appointment schedules. Our staff will provide logistical assistance with transportation and translation services.

If you are interested in a business appointment schedule, please contact:

Ms. Beng Yeap, Asia Trade Consultant
Wisconsin Department of Commerce
Telephone: 608-266-1480
e-mail: byeap@commerce.state.wi.us

* Transportation to customer's site (if required) and translation services are not included in the pricing

Registration for appointments must be completed by Friday, January 23, 2004
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<i>Proposed Mission Participants Schedule</i>	
<i>(as of December 29, 2003)</i>	
<i>Friday March 19th</i>	<i>WISCONSIN/BEIJING</i>
	Depart Wisconsin for Beijing China
<i>Saturday March 20th</i>	<i>BEIJING</i>
	Arrive Beijing China
<i>Sunday March 21st</i>	<i>BEIJING</i>
	Optional group event to visit the Great Wall of China
	Group dinner in Beijing
<i>Monday March 22nd</i>	<i>BEIJING</i>
	Group Breakfast and country business briefing at the mission hotel in Beijing
	Wisconsin companies on individual business appointments schedules
	Ambassadors Reception
<i>Tuesday March 23rd</i>	<i>BEIJING/SHANGHAI</i>
	Group Breakfast at mission hotel in Beijing
	Wisconsin Companies on individual business appointment schedules
	Early evening flight to Shanghai
<i>Wednesday March 24th</i>	<i>SHANGHAI</i>
	Group breakfast and business briefing at mission hotel in Shanghai
	Wisconsin companies on individual business appointment schedules
	Wisconsin Trade Office grand opening reception
<i>Thursday March 25th</i>	<i>SHANGHAI</i>
	Group breakfast at mission hotel in Shanghai
	Wisconsin companies on individual business appointment schedules
	Governor Doyle hosts charity dinner in Shanghai
<i>Friday March 26th</i>	<i>SHANGHAI/NANJING</i>
	Breakfast at the mission hotel in Shanghai
	Depart Shanghai for Nanjing China by bus, with a stop in Zhenjiang
	Wisconsin companies on individual business appointment schedules
	Reception and dinner hosted by the Jiangsu Province
<i>Saturday March 27th</i>	<i>NANJING</i>
	Group breakfast at mission hotel in Nanjing
	Wisconsin companies on individual business appointment schedules
	Group dinner in Nanjing
<i>Sunday March 28th</i>	<i>NANJING/HONG KONG</i>
	Group breakfast at mission hotel in Nanjing
	Morning departure from Nanjing for Hong Kong
<i>Monday March 29th</i>	<i>HONG KONG</i>
	Group breakfast and business briefing at mission hotel in Hong Kong
	Individual business appointment schedules in Hong Kong
	Business reception/group dinner
<i>Tuesday March 30th</i>	<i>HONG KONG/WISCONSIN</i>
	Depart Hong Kong for Wisconsin

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